

# Claim filing instruction for Claimants

## Steps to follow for online filing of claims

1. Once you click on the link for claim filing, you will reach on Sign up page. Click on **Sign up**



### Sign In

Email address

Password

[Forgot your password?](#)

Log In

Claimant [Click Here](#) to see User Manual for Filing Claim.

For any assistance, please call @ +91-93112 83734

Don't have an account? [Sign Up](#)

2) Fill all the details as required in the form. Then click on Sign up.



## Sign Up

Full Name

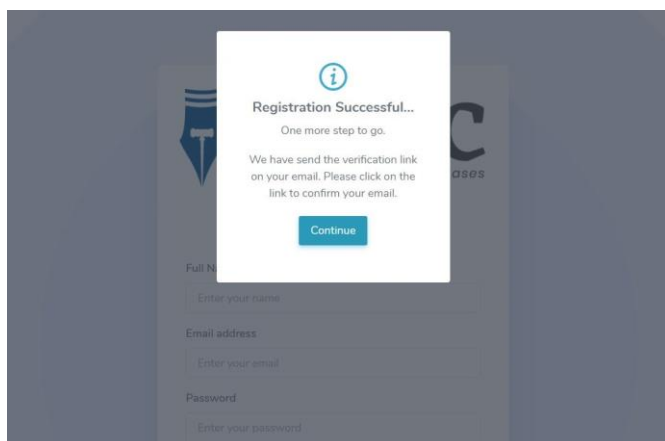
Email address

Password

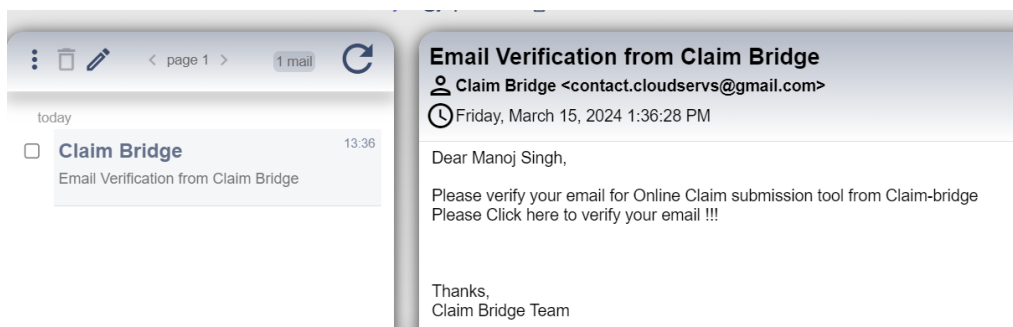
Mobile

Sign Up

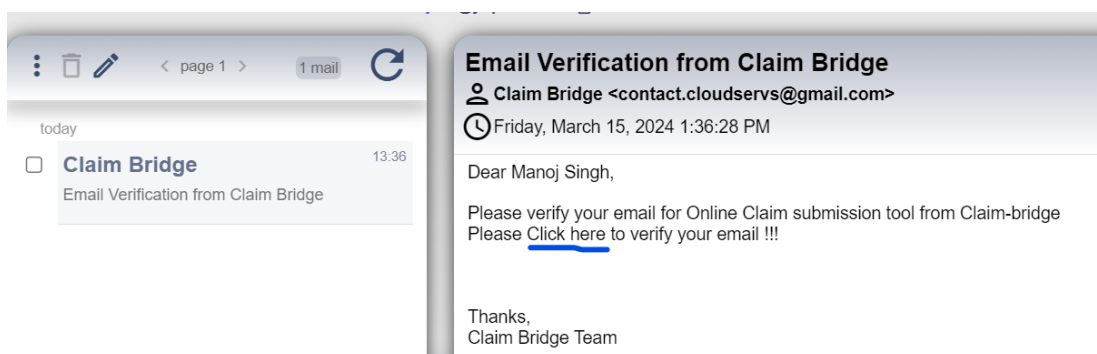
3) It will give you a pop up as shown below:



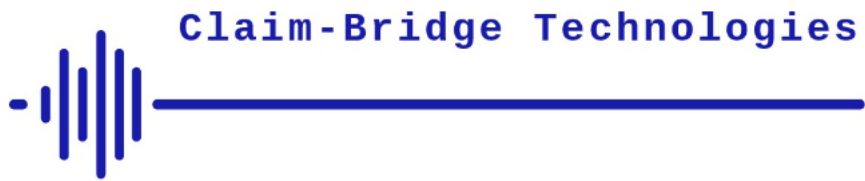
4) Open your email account which you have mentioned while Sign Up. You will receive a verification mail from Claim Bridge



6) Open the verification link and click on 'Click here' to verify your email



6) Open the Login Page again and enter your email id and password and Click on Log in.



Sign In .

Email address

Enter your email

Password

[Forgot your password?](#)

Enter your password

Log In

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## 7) Click on 'Submit New Claim'

The screenshot shows the 'My claim' tab in a web application. At the top, there are three tabs: 'My claim', 'Claim Status', and 'My Support Requests'. Below the tabs, there is a button labeled 'Submit New Claim' which is circled in blue. Below this button is a table with columns: Form Id, Claim Id, Form Name, Category, Class, Total Claim, Submission Date, Approv..., and Status. The table is currently empty, displaying 'No Rows To Show'. At the bottom, there is a dropdown menu for 'Authorised Representative' with 'None' selected. The page footer shows '0 to 0 of 0' and 'Page 0 of 0'.

## 8) Select appropriate Category and Class as per your claim. For Home Buyers, In Category Click 'Financial Creditor' and Class as 'Home Buyers'. Click on Go

The screenshot shows the 'My claim' tab in a web application. At the top, there is a blue header bar with a logo on the left and a dropdown menu with 'ABC1902' on the right. Below the header, there is a button labeled 'Submit New Claim'. To the right of the button are two dropdown menus: 'Category' and 'Class'. The 'Category' dropdown is open, showing three options: 'Employee & Workmen', 'Financial Creditor', and 'Operational Creditor'. To the right of the 'Class' dropdown are two buttons: 'Go' and 'Back'. The footer of the page says 'All Rights Reserved. Cloud Services'.

## 9) Select the Authorised Representative from the drop down

The screenshot shows the 'My claim' tab in a web application. At the top, there are three tabs: 'My claim', 'Claim Status', and 'My Support Requests'. Below the tabs, there is a dropdown menu for 'Authorised Representative' with 'None' selected. This dropdown menu is circled in blue. Below the dropdown menu, there is a section titled 'FORM CA' with the text 'SUBMISSION OF CLAIM BY FINANCIAL CREDITORS IN A CLASS' and '(Under Regulation 8A of the Insolvency and Bankruptcy (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)'. The date 'Date: 01-Nov-2020' is shown at the bottom right.

## 10) Click on Add Creditor Details

FORM CA

SUBMISSION OF CLAIM BY FINANCIAL CREDITORS IN A CLASS

*(Under Regulation 8A of the Insolvency and Bankruptcy (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)*

Date: 01-Nov-2020

From

[Add Creditor Details](#)

To

The Interim Resolution Professional / Resolution Professional,

**PAWAN KUMAR SINGHAL,**

8/28, 3RD FLOOR, W.E.A, ABDUL AZIZ ROAD, KAROL BAGH, NEW DELHI, DELHI, , 110005

**Subject: Submission of claim and proof of claim.**

Madam/Sir,

11) Fill all the details as required. Click on + Sign and then Click on Save

12) In the 2<sup>nd</sup> Point, Click on Add/Update

13) Fill in the required details and Click on + Sign and then Click on Cancel

14) In 4<sup>th</sup> point, for Claim details, Click on Add/Update

15) Fill in the required details and click on + Sign

Claim Amount

CIRP Commencement Date

28/10/2020

Interest Rate

8

Claim Details - > Principal : 0 , Interest : 0, Total: 0

Unit No	Area(in Sq. Feet)	Unit Type/Tower No	
<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Cancel

16) A grid will open to fill the claim amount details.

Claim Amount

CIRP Commencement Date

28/10/2020

Interest Rate

8

Claim Details - > Principal : 0 , Interest : 0, Total: 0

Unit No	Area(in Sq. Feet)	Unit Type/Tower No	
<input type="text"/>	<input type="text"/>	<input type="text"/>	+
A-101	200	Tower A	

Payment Details : A-101, Principal : , Interest : , Total:

Sr	Date	Payment Mode	Reference	Amount	Interest	Total	
	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			+

Cancel

17) In point 5, add all the supporting documents for your claim. Click on Choose file, select the files and then click on Upload icon.



18) In point 6, you can mention the details of how the debt was occurred

19) In point 7, you can mention the details of any credit.

20) In point 8, incase you have any security details to be mentioned, please click on Add/Update.

**Then click on + sign and then click on Cancel**

8	Details of any security held, the value of the security, and the date it was given	<table><tr><th>Date</th><th>Security</th><th>Value</th></tr><tr><td></td><td></td><td></td></tr></table>	Date	Security	Value				<a href="#">Add/Update</a>
Date	Security	Value							

21) In point 9, to Add Bank Details, Click on Add/Update. Click on Save

9	Details of the bank account to which the amount of the claim or any part thereof can be transferred pursuant to a resolution plan	<table><tr><th>Account Holder</th><th>Bank Name</th><th>Bank A/C No</th><th>Branch</th><th>IFSC Code</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Account Holder	Bank Name	Bank A/C No	Branch	IFSC Code						<a href="#">Add/Update</a>
Account Holder	Bank Name	Bank A/C No	Branch	IFSC Code									

22) Fill the required details, Click on Save & Next

Signature of financial creditor or person authorised to act on his behalf [Please enclose the authority if this is being submitted on behalf of the financial creditor]	
Name in BLOCK LETTERS	<input type="text"/>
Position with or in relation to creditor	<input type="text"/>
Address of person signing	<input type="text"/>
<small>*PAN, Passport, AADHAAR Card or the identity card issued by the Election Commission of India.</small>	
<a href="#">Exit</a> <a href="#">Save &amp; Next</a>	

23) You will reach on Declaration page. Do the required selection in Point 5 and 6. Upload your scanned signatures. Enter the Place and click on Save & Next.

The screenshot shows the 'DECLARATION' page. At the top, it says 'I jyoti, currently residing at Address, City, State, 110000, India, do hereby declare and state as follows: -'. Below this are several numbered points. Point 1 mentions 'SEYREAL CO'. Point 2 mentions '05/jul/19'. Point 3 states that documents are true. Point 4 asks for satisfaction or security. Point 5 has two radio button options: 'I am a related party of the corporate debtor...' and 'I am not a related party of the corporate debtor...'. The second option is selected. Point 6 has two radio button options: 'I am eligible to join committee of creditors...' and 'I am not eligible to join committee of creditors...'. The second option is selected. Below the points, there is a 'Date: 30-10-2020' field and a 'Place:' field with a text input box. To the right, there is an 'Upload Signature' button and the text '(Signature of claimant)'. At the bottom, there are three buttons: 'Exit', 'Previous', and 'Save & Next'.

24) Click on Preview to review the form.

The screenshot shows the 'VERIFICATION' page. At the top, there are tabs: 'My claim', 'Claim Status', and 'My Support Requests'. Below the tabs, there is a dropdown menu for 'Authorised Representative' with 'None' selected. The main text says 'Ijyoti the claimant here in above, do hereby verify that the contents of this proof of claim are true and correct to my knowledge and belief and no material fact has been concealed therefrom. Verified this at on 30-Oct-2020'. Below this, there is an 'Upload Signature' button and the text '(Signature of claimant)'. At the bottom, there are three buttons: 'Exit', 'Previous', and 'Preview'. The 'Preview' button is circled in blue.

25) Click on Submit to submit your form. **Please note that you will not be able to make any changes in the form after Submit.**

You will receive an acknowledgement mail in your registered mailbox with the Claim id for your reference.

In case of any queries, Kindly email at [care@claim-bridge.com](mailto:care@claim-bridge.com)